

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1224 **TITLE:** GRADUATE MANAGEMENT INTERN **GRADE:** S-20

DEFINITION:

Under close and instructional supervision, to perform a variety of entry level professional duties which are designed to provide meaningful learning experiences and orient the intern to the goals, organization, systems and operation of Fairfax County Government. The nature of assigned tasks will depend upon the mission of the agency to which each position is assigned.

TYPICAL TASKS:

Performs tasks in assisting a line or staff manager in any phase of study preparation and review;
Gathers data and information;
Performs analyses and develops written materials;
Assists in preparation and presentation of oral reports describing procedures and activities of agencies or organizational studies, together with recommendations for improvement;
Assists in development and implementation of a new system or procedures;
Attends forums and seminars;
Although assigned to a target agency, may be detailed to other agencies for purposes of enhancing training experience.

DISTINGUISHING CHARACTERISTICS:

Positions assigned to this class are intended to increase the participation in Fairfax County Government administration of persons who, by virtue of their background, have insight into minority and/or female concerns. The class is designed to contribute to over all County affirmative action efforts.

EMPLOYMENT STANDARDS:

Completion of one semester of graduate study beyond the Bachelor's degree and current full-time enrollment in a field leading to an advanced degree in public administration, political science, planning, economics, engineering, or other fields related to the target position. Upon successful completion of the intern program, employees may be considered for non-competitive appointment to a professional position for which qualified in any County agency.

SPEC. APPROVED: 10/24/84

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